

COLORADO RIVER RECOVERY PROGRAM
FY 2005 ANNUAL PROJECT REPORT

RECOVERY PROGRAM
PROJECT NUMBER: 2

- I. Project Title: Reclamation Program Management
II. Principal Investigator(s):

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- III. Project Summary: The purpose of this project is to provide Reclamation participation in Recovery Program management.
- IV. Study Schedule: Ongoing
- V. Relationship to RIPRAP: General Recovery Program Support Action Plan, Provide Program Planning and Support (Program Management), Task No. VII
- VI. Accomplishment of FY 2005: Tasks and Deliverables, Discussion of Initial Findings and Shortcomings: Program management funds are used to provide Reclamation participation in general Recovery Program activities not covered by specific scopes of work. Examples of these types of activities include administration of project funding agreements, work planning, monitoring project progress and performance, and other general program management and administration.

Task 1: Work with Recovery Program participants to coordinate work plans.

Task 1 Accomplishments, Discussion, and Shortcomings: Reclamation was able to participate in most Biology Committee-related functions related to review and approval of work plans, final reports and issue papers pursuant to Task 1; we also chaired the Biology Committee for three months and will chair the committee in FY06. We provided assistance on ad-hoc committees devoted to PIT-tag procurement, database organization, and nonnative fish issues. We also worked closely with Recovery Program personnel to devise a strategy for the Recovery Program to meet Reclamation's procurement requirements during FY 2006 and out-years.

Task 2: Administer funding for Recovery Program projects.

Task 2 Accomplishments, Discussion, and Shortcomings: Recovery Program projects in FY05 required us to create approximately 45 Reclamation funding agreements pursuant to Task 2. Each agreement required multi-faceted administrative maintenance, including requests for Federal assistance for Recovery

Program-approved projects, communication with Recovery Program Director's office on funding issues, review and approval of project budgets, requests for obligations to cover funding agreements, agreement or contract awards, maintenance of agreement and contract filing systems (including agreement instruments, invoices, and accruals), tracking of budgets, review and approval of invoices, performance of periodic site visits to monitor project performance, filing of advanced procurement reports, tracking project performance and status of deliverables, filing recipient performance reports, answering agreement inquiries from auditors, and other related tasks. Performing task 2 is time-consuming and sometimes impedes our ability to fully complete task 1.

Working with Recovery Program personnel, we were able to submit most agreement modification requests by May 2005 and funding was in place before the close of the fiscal year. Creation of separate agreements will hopefully facilitate more transparent accounting for all concerned, but obviously comes at some cost in processing the extra paper work. Additionally, streamlining and implementing Reclamation's procurement procedure in FY06 and out-years will require considerably more support to administer agreements than is currently available. Such new procurement-related tasks include drafting requests for proposals with assistance from the Recovery Program, creation and administration of Technical Proposal Evaluation Committees, compiling evaluation forms and submitting source selection findings to assistance officers, making awards, and post-award tracking.

VII. Recommendations: Increase funding by approximately \$20,000 in FY 2006 to cover additional work under task 2.

VIII. Project Status: Ongoing

IX. FY 2005 Budget Status

- A. Funds Provided: \$150,000
- B. Funds Expended as of September 2005: \$132,000
- C. Difference: \$18,000
- D. Percent of the FY 2005 work completed, and projected costs to complete: 88% complete, \$18,000 required to complete.
- E. Recovery Program funds spent for publication charges: \$0

X. Status of Data Submission (Where applicable): Not Applicable

<p>XI. Signed: <u>/s/ Brent Uilenberg</u> Principal Investigator</p>	<p><u>November 17, 2004</u> Date</p>
<p><u>/s/ Dave Speas</u> Principal Investigator</p>	<p><u>November 17, 2004</u> Date</p>